

iMM is recruiting a Warehouse Technician under an Employment Contract - Reference IMM/CT/95-2023

The iMM – Instituto de Medicina Molecular João Lobo Antunes is a leading Portuguese private non-profit research institute that offers a vibrant scientific environment, aiming to nurture innovative ideas in basic, clinical and translational Biomedical Research. Created in 2002, iMM has established itself as a leading national and internationally competitive biomedical institute. Its strategy has been defined by promotion of excellence, leveraged by high-quality human resources, increasing expenditure in infrastructures and knowledge transfer to the society.

What iMM seeks: At this moment iMM is looking for a Warehouse Technician to join the Purchasing and Procurement Area, managed by Alexandre Jesus, that is part of the Finance and Operations Office coordinated by Fausto Lopo de Carvalho within funding reference **LA/P/0082/2020** supported by **FCT / MCTES through national funds (PIDDAC)**, to execute the following activities under the supervision of the Area Manager:

- Manage the order cycle, from the origin with the researcher until reception of the products in the lab, mostly dedicated to:
 - Reception of the products in the warehouse, verification and storage at correct temperatures;
 - Products and inventory accounting;
 - Delivery of products to researchers;
 - Explanation of product care to researchers;
- Work with software (Dynamics NAV and order portal) for check and confirmation of delivery slips;
- Check of Safety Data Sheets and chemical safety symbols associated with products;
- Follow-up with suppliers regarding non-conformity deliveries.

Profile of Candidate

- High school degree (12th Grade concluded);
- Good knowledge of Microsoft Office (Outlook, Excel and OneNote);
- Good knowledge of english (Reading, writing and speaking);
- Ability to work in a fast-pace environment;
- Ability to work autonomously after training;
- Organized.

What iMM offers: iMM will offer outstanding working conditions in this area in Portugal, including a full-time contract, starting predictably in December 2023, and the possibility to work in support to research.

Working Conditions: Term employment contract; - Gross monthly salary of 850€, in accordance with the project budget and iMM Career By-Law. The indicated amount will be subject to the mandatory taxes accordingly to Portuguese Labor Law.

How to apply: Please submit your Motivation Letter, Detailed CV and Certificate of the required degree level in PDF format through iMM website by clicking in the “**Apply**” button below the position job ad, **from 25th of October until 9th of November of 2023.**

Note: *Candidates who incorrectly formalize their application or do not submit the documents proving the compliance with the requirements indicated in the call will be excluded. The jury has the right to require to any candidate, in case of doubt, to present documents proving their statements.*

Non-discrimination and equal access policy: IMM undertakes to ensure compliance with the principles of non-discrimination and equality and to that extent, provides that no candidate can be privileged, benefited, harmed or deprived of any right or exempted from any duty due in particular ancestry, age, gender, sexual orientation, marital status, family status, economic status, education, social origin or condition, genetic heritage, reduced working capacity, disability, chronic disease, nationality, ethnic origin or race, place of origin, language, religion, political or ideological convictions and trade union membership.

International environment and experience: Diversity is a fundamental aspect of the essence of IMM, where researchers and non-researchers of different nationalities, backgrounds and areas of study work together, promoting the exchange of experiences and interactions, contributing to the personal and professional development of each person and to the existence of an international, inclusive and stimulating environment.

Pursuant to Decree-Law nr 29/2001 of 3rd February, disabled candidates shall be preferred in a situation of equal classification, and said preference supersedes any legal preferences. Candidates must declare, on their honour, their respective disability degree, type of disability and communication / expression means to be used during selection period on their application form, under the regulations above.

Evaluation Criteria: Applications will be evaluated by Alexandre Jesus, Ana Rita Vicente and Rita Pffano, in accordance with the following method:

- 1st Phase: Evaluation of CV: 40% and motivation letter: 10%;
- 2nd Phase: Interview: 50%. Only selected candidates who score > 40% in phase 1 will be interviewed.

Results: Both admitted and excluded candidates list and final classification list shall be posted at IMM website at <https://imm.medicina.ulisboa.pt/jobs/#results> and all admitted candidates will be notified by email.

Preliminary Hearing and Final Decision Deadline: After notification, all candidates have 10 working days to respond. Panel's final decisions are pronounced within a period of 90 days, from application deadline.

The present call is exclusively aimed at filling the indicated vacancy and may be terminated until the homologation of the final candidates' ranking list and expires with the respective occupation of the position on offer.

Lisbon, 24th of October of 2023